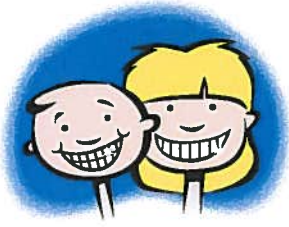


Douglas County Parks & Recreation Department



KID'S CLUB

Grades: K-6th



Kid's Club is offered at all Douglas County Elementary Schools with benefits including: homework assistance, arts & crafts, games, creative centers, movies, snacks and more!

A.M. Program

Available from 7:00 to 8:45 a.m.

Monday through Friday with the exception of Holidays.

P.M. Program

Available from after school until 6:00 p.m.

Monday through Friday with the exception of Holidays.

Cost

Kid's Club payment is a flat monthly fee based on the number of school days per month. Payments received by 5:00 p.m. on the due date are eligible for an "Early Bird" discount off of Regular monthly fees.

Payment schedules are available at the Recreation Division.

Registration

Registration is on-going as long as space is available.

Register at the Recreation Division located at
1323 Waterloo Lane in Gardnerville or
call 782-9828 for more information.



Douglas County Parks & Recreation Department Kid's Club

Registration

- Spaces are limited. Registration is based on a first come – first serve basis.
- Pre-registration is required.
- Payment must be made in full in order to assure your child's enrollment in the program.

Payment

- Payment must be made before your child can attend Kid's Club. If you have not paid for your child for the current month he/she is attending he/she will not be allowed in the Kid's Club Program and children will not be allowed to be dropped off at the A.M or P.M. program until full payment has been made.

Payments may be made at: Douglas County Parks & Recreation Department
1323 Waterloo Lane
Gardnerville, Nevada 89410

Or mail payment to: Douglas County Parks & Recreation Department
P.O. Box 218
Minden, Nevada 89423
Attention Kid's Club Program

Or charge: Visa/MasterCard
Registrations may be charged over the phone with a Visa or MasterCard. Call (775) 782-9828

Program Hours

- A.M. Kid's Club – 7:00 a.m. – 8:45 a.m.
- P.M. Kid's Club - After school – 6:00 p.m.
- Kids Club is offered Monday through Friday on school days.
- Children are not to be dropped off before 7:00 a.m. and must be picked up by 6:00 p.m.
- On non school days, such as breaks and teacher work days, the Recreation Department offers Adventure Camp as an option for our families. Please ask for a packet and information if you are interested.
- Kids Club is not offered on Holidays.

Check In and Out

- Sign in and out procedures are a critical part of ensuring the well being of your child. Please sign your child in and out each day on the forms provided.
 - Proper sign in and out procedures ensure that your child is placed under recreation staff supervision with parental consent and that only authorized individuals, also with parental consent, pick up the children.
- (Continued next page)

Check In and Out (continued)

- A.M. Kid's Club – Participants are not considered present in our program until a parent or other responsible adult formally signs them in.
- P.M. Kid's Club – It is solely for the safety of your child that we ensure each child is released to a parent or other adult authorized to pick up your child.
- In the event that another adult needs to pick up your child, we will need a dated and signed note from the parent explaining who will be picking up your child that day.
- You or any other authorized adults may be asked to provide proper I.D. when picking up your child.

Late Pick-Ups

- A late charge will be assessed if you are late picking up your child.
- If you are late (6:01 p.m. – 6:05 p.m.) to pick up your child, you will be charged \$5.00.
- An additional \$1.00 will be charged for every minute thereafter.
- Two late pick-ups in one week will result in a one week suspension with no refund.
- After three times of being in violation of this policy, parents/guardians may be asked to find an alternative program for their child and no fee refunds will be given.

Medication

- If your child is required to take medication during Kid's Club, please complete the Medication Authorization Form enclosed in this packet or available at your Kids Club.
- All medication must be sent in the original labeled container.
- All medication must be turned into staff each day for proper storage.

Personal Belongings

- Kid's Club will provide a place for participants to place their backpacks, coats, etc.
- To help keep track of your child's items, we ask that you label your child's belongings.
- Kid's Club staff is not responsible for your child's belongings.

KID'S CLUB PAYMENT POLICY

The Kid's Club Payment is a flat monthly fee, which is calculated by the number of school days in the month. An annual schedule for payment will be given to parents at registration. The schedule for payment is planned according to the school calendar and dates, which defines the specific months of the program. Due dates are posted on the payment schedule so parents know in advance when payment is due and can budget accordingly.

Kids Club enrollment is due on the 25th of the month prior to a child attending or continuing the program. If the 25th falls on a holiday or weekend, the due date will be the following business day. Payments that are received by 5:00 p.m. on the due date are eligible for an "Early Bird" Discount of \$10.00 per child, per Kids Club program off of the Regular monthly enrollment fee. Regular tuition fees will apply to any payments received after 5:00 p.m. on the due date.

New children attending the Kid's Club Program do not need to wait for the beginning of the month to join. The fee will be pro-rated according to the number of school days left in the month, regardless of how many days they plan to attend. They will then pay according to the payment schedule thereafter. New children are defined as those who are attending Kid's Club for the first time during the school calendar year. It does not include children who have not attended for a month or two and then return. Returnees must pay for the entire month to join during the month or wait until the next month to begin.

Payments may be made in the following ways:

- At the Douglas County Parks & Recreation Department, located at 1323 Waterloo Lane in Gardnerville, across from Lampe Park.
- By phone using a Visa or MasterCard at (775) 782-9828
- By mail (must be received at our office by the 25th of the prior month to qualify for Early Bird discount). Mail to:
Douglas County Parks & Recreation Department
P.O. Box 218
Minden, NV 89423
Attention: Kid's Club Program
- **NOTE:** Kid's Club staff CAN NOT accept payments.

KID'S CLUB

Registration Form

Parent/Guardian Name(s): _____

Mailing Address: _____

Address

City

State

Zip Code

Child's Name

Grade

Age

Date of Birth

School Name: _____ A.M. _____ P.M. _____

Parent's Information:

Mother

Father

Home Phone:

Employer's Name:

Work Phone:

Cell Phone:

Email Address:

Emergency Contacts:

Name

Relation

Phone

Another adult, other than parents, that may pick up my child:

Name

Address

Phone

Parent/Guardian Signature: _____ Date: _____

DOUGLAS COUNTY PARKS & RECREATION DEPARTMENT

Participant Additional Information Form

Child's Name: _____ Birthdate: _____

Child's Name: _____ Birthdate: _____

Child's Name: _____ Birthdate: _____

1. Does your child have any condition that might require adaptations for activities?
Yes _____ No _____ Please explain: _____

2. Is your child subject to any conditions which might limit recreational activities?
Yes _____ No _____ Please explain: _____

3. Does your child require ambulatory assistance?
Yes _____ No _____ Please explain: _____

4. Does your child have any eating problems or allergies we should be aware of?
Yes _____ No _____ Please explain: _____

5. Does your child take medication? If yes, please complete the Medication Authorization form.
Please explain: _____

6. Please give us any further information, which you believe will be helpful to staff in understanding and caring for your child: _____



DIRECTOR: Scott Morgan

▲ Parks
1319 Waterloo Lane
Gardnerville, NV 89410
(775) 782-9835
FAX (775) 782-5799

▲ Recreation
1323 Waterloo Lane
Gardnerville, NV 89410
(775) 782-9828
FAX: (775) 782-9844

▲ Lake Tahoe
Kahle Community Center
236 Kingsbury Grade
Stateline, NV 89449
(775) 586-7271
FAX (775) 586-7273

MAIL: P.O. Box 218, Minden, NV 89423

RELEASE FORM AND CONSENT TO TREAT KID'S CLUB

NAME OF PARENT/GUARDIAN _____

CHILD'S NAME _____ Date of Birth _____

CHILD'S NAME _____ Date of Birth _____

Physical Address _____
Number Street City/State Zip

Mailing Address _____
Number Street City/State Zip

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____

AGREEMENT, WAIVER AND RELEASE

In consideration for being permitted by Douglas County to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the activity. This release is intended to discharge in advance the County (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in the activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in the activity.

PARENTAL CONSENT

I hereby consent that my son/daughter(s) _____, _____, _____, and _____, participate in the above activity, and I execute the above Agreement, Waiver and Release on his/her behalf. I state that the minor is physically able to participate in the activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of the death or injury or property damage that the minor may sustain while participating in the activity.

I HAVE CAREFULLY READ THE AGREEMENT, WAIVER AND RELEASE SET FORTH ON THIS PAGE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE COUNTY AND I SIGN IT OF MY OWN FREE WILL.

Signature Date

In case of emergency and no one can be reached at the above address and telephone, please notify:

Name _____ Phone _____

CONSENT TO TREATMENT OF MINOR

“In the event of sudden illness, accident, or injury which may occur while the minor is engaged in an activity supervised by Douglas County Parks & Recreation and their representatives, agents or assignees, when neither the parents, guardian or designated family physician can be contacted, I hereby give the consent for emergency treatment as shall be necessary under the circumstances by any physician licensed under the Laws of the State of Nevada.”

I UNDERSTAND THAT THE DOUGLAS COUNTY PARKS & RECREATION DEPARTMENT DOES NOT PROVIDE MEDICAL INSURANCE ON THIS ACTIVITY AND WILL ADHERE TO ALL OF ITS RULES AND POLICIES.

Signature Date

FAMILY PHYSICIAN _____ Phone _____

Medical Insurance Carrier

**Douglas County Parks & Recreation Department
Medication Authorization**

Please check one and sign form:

☐ **No, my child does not need to have medication given to him/her during Kid's Club hours.**

☐ **Yes, my child requires medication during Kid's Club hours.
(Please complete form)**

Child's Full Name: _____

Name of Medication: _____

Please give the above medication:

Amount: _____

Time of day: _____

Number of days: _____

Refrigeration Necessary? Yes _____ No _____

Parent/Guardian Signature

Date

NOTE:

- 1. All medication must be sent in original labeled container.**
- 2. All medication must be turned into staff each day for proper storage.**

Douglas County Parks and Recreation Department

Photo Advertising Release Form

From time to time the Douglas County Parks & Recreation Department may desire to use a picture of your child captured during our Kid's Club and/or Adventure Camp programs. These pictures will be used for promotional purposes including press releases, brochures, flyers and web postings. Please complete the photo advertising release form.

I hereby authorize the Douglas County Parks & Recreation Department (DCPRD) to use my child's photograph for promotional purposes for press release, brochures, flyers and/or any other publication. I acknowledge that only DCPRD is authorized to use the image(s). I am not giving my authorization for use of any image by any other individual or organization. I understand that I may revoke this authorization at any time, except to the extent that action based on this authorization has already been taken. I hereby release DCPRD and its officers from any legal responsibility or liability for disclosure of the images.

Printed name of person whose image is being used

Printed name of parent or guardian, if applicable

Signature

Date

Kid's Club Discipline Policy

The following are discipline steps taken when and if required. The Kid's Club Code of Conduct is a contract between the participant, parents and the Kid's Club program.

- a. If a child abuses the rules or requires constant attention from staff, the child will be given a verbal warning.
- b. If the child continues to misbehave, a time-out will be given.
- c. If the child still misbehaves, a Disciplinary Action Form will be completed and the parent/guardian will be notified of the incident and asked to sign the form.

The parent/guardian's signature on the Disciplinary Action Form is to inform you of the situation and the consequences of any further incidents.

1 st Disciplinary Action Form	Is a write-up and talk with parent.
2 nd Disciplinary Action From	Is a write-up and talk with parent.
3 rd Disciplinary Action Form	Will result in suspension from the program up to one week at the discretion of the Recreation Division.

Any additional Disciplinary Action Forms will result in suspension or expulsion from the program at the discretion of the Recreation Division.

Any actions which endanger other children or staff or compromise the quality of our program including but not limited to: fighting, stealing, destruction of property, running away, inappropriate touching or language, may result in an immediate call to the parents and possible suspension and/or expulsion from Kid's Club.

NOTE: Disciplinary Action Forms carry over to Adventure Camp and all other Recreation sponsored activities for *one full year*.

PARENTS: (please read and sign)

It is the goal of the Douglas County Parks & Recreation Department to provide a supportive environment in which children can grow and develop. Positive child guidance management methods are used in our programs. The Douglas County Parks & Recreation Department asks that parents/guardians support and abide by the Discipline Policies set forth by the department including any disciplinary actions implemented. If you have a disagreement with a disciplinary action taken or regarding any other concerns, we ask that you discuss your concerns with the leader in charge, away from the program in a calm and professional manner. Any abusive language or threatening comments directed at Douglas County staff or its participants may result in your child being removed from the Kid's Club Program.

Parents/Guardian signature

Date

Child's Name(s)

Kid's Club Code of Conduct

Please review with your child and sign

As a Kid's Club Participant I, _____ agree to the following rules: (Child's Name)

- ☺ I will be respectful of other people.
- ☺ I will try not to hurt other people's feelings.
- ☺ I will not hurt other people on purpose.
- ☺ I will put away the things I take out to use.
- ☺ I will be patient and wait my turn.
- ☺ I will not use bad language.
- ☺ I will not damage Recreation property or equipment.

If I do not follow these rules, I agree to these consequences:

- | | |
|---|---|
| First Time: | Verbal Warning |
| Second Time: | Temporary removal from the activity. (Time Out) |
| Third Time: | A Disciplinary Action Form & talk with parent. |
| 3 Disciplinary Action Forms:
(within 1 year) | Suspension from Kid's Club for up to 1 week at the discretion of the Recreation Division. |
| Additional Disciplinary Action Form: | Suspension or expulsion from Kid's Club at the discretion of the Recreation Division. |

Child's Signature: _____

No refunds will be given if a child is suspended or dismissed from the program.

Any actions which endanger other children or staff, or compromise the quality of our program including but not limited to: fighting, stealing, destruction of property, running away, inappropriate touching or language, may result in an immediate call to the parents and possible suspension and/or expulsion from Kid's Club.

Parent/Guardian Signature: _____ Date: _____

Kid's Club Payment and Pickup Policies

Kid's Club is a monthly program. Under no circumstances will drop-ins be allowed.

Payment

- Kid's Club is a flat monthly fee due prior to any child attending the program.
- Payments are due, in full, according to the Kid's Club payment schedule.
- New customers will be prorated for the *first month's enrollment only*.
- After the first month's enrollment, no prorating will be allowed.

Payments may be made at: Douglas County Parks & Recreation Department
1323 Waterloo Lane
Gardnerville, Nevada

Or mail payment to: Douglas County Parks & Recreation Department
P.O. Box 218
Minden, NV 89423
Attention: Kid's Club Program

Or charged: Visa / MasterCard
Registration may be charged over the phone with a Visa or MasterCard. Call (775) 782-9828 or fax to (775) 782-9844.

Credits / Refunds

- *No credits or refunds will be given once the child attends the program.*

Late Pick-Ups

- A late charge will be assessed if you are late picking up your child.
- If you are late (6:01 P.M. – 6:05 P.M.) to pick up your child, you will be charged \$5.00 per child.
- An additional \$1.00 will be charged for every minute there after.
- If you are late more than twice in one week, your child/children may not be allowed to attend the following week.

By signing below, I have read and acknowledge the payment and pick-up policies of the Kid's Club program.

Parent/Guardian Signature

Date